

July 1, 1999

## **CLASS SPECIFICATION**

### **SAN DIEGO CITY CIVIL SERVICE COMMISSION**

#### **SUPERVISING METER READER**

##### **DEFINITION:**

Under direction, to supervise the work of the water meter reading section; and to perform related work.

##### **\* EXAMPLES OF DUTIES:**

- Assigns, schedules, and evaluates work of the water meter reading section;
- Through subordinate supervisors ensures that water meter reading routes are properly structured;
- Establishes proper procedures for reading meters and determining route assignments;
- Ensures proper adherence to all safety regulations;
- Supervises the development of training programs;
- Conducts safety meetings for all meter readers;
- Supervises the investigation of particularly sensitive billing complaints;
- Interviews and selects new employees;
- Orders and issues supplies and equipment;
- Processes injury reports;
- Prepares statistical reports;
- Supervises, trains, and evaluates subordinates.

##### **MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

One year of experience reading utility meters; **OR** two years of field contact experience. Possession of a valid California Class C Driver's License.

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.